



POLICIES
AND
PROCEDURES
1994-95

MANSFIELD
UNIVERSITY 



A UNIT OF THE PENNSYLVANIA
STATE SYSTEM OF HIGHER EDUCATION

MANSFIELD, PA 16933
717-662-4000

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Any information contained herein is subject to change without notice.

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Contents

Accreditation	3
Certification	8
Community Services/Continuing Education	8
Confidentiality of Educational Records Policy	6
Graduate Studies	9
Handicapped Policy	5
History	3
Human Subject Research Policy	5
Maximum Hours Accepted in Transfer	7
Mission Statement	4
MU Facts	3
Non-Accredited Colleges	7
Non-Degree, Part-Time Studies Students	8
Readmit Policy	7
Sexual Harassment Policy	5
Statement of Diversity	4
Summer School	9
Transfer Evaluation	6
Transfer — Credits	7
Transfer — Grades	6

GRADUATION REQUIREMENTS

Preparatory (090) Courses	11
WAC Matrix for Transfer and Matriculated Students	11
WAC Matrix	12
Writing Across The Curriculum (WAC)	11

GENERAL EDUCATION

Core Courses	12
Core Requirements: 15 Credits	13
Distribution Requirements	13
General Education Electives	15
Philosophy	12
Professional Elective	15
Program Overview	12
Special Rules	16

ACADEMIC, HUMAN & CAREER DEVELOPMENT

Academic Advising Center	26
Athletic Mentoring Program	28
Career Development and Placement Services	27
Counseling Center	26
Learning Resource Center	27
Special Programs	27
Writing Center	27

ACADEMIC MAJOR/MINOR REQUIREMENTS

Adding Major(s) to a Completed Baccalaureate Degree	17
Change of Major or Minor	17
Dual/Multiple Majors	17
Petition	16
Second Baccalaureate Degree	17
Undeclared Students	17

ACADEMIC MINOR

ALTERNATIVES TO TRADITIONAL STUDY/ EXPERIENCES OFFERED AT OR BY MANSFIELD UNIVERSITY

Advanced Placement (AP)	20
College Level Examination Program (CLEP)	20
Credit By Exam (EX)	20
Graduate Courses	19
Honors Program	18
Independent Study/Individualized Instruction	19
Internship	19
Off-Campus Study/Abroad	20
Transfer Course Work	20
Military Service Credit	21

ACADEMIC SCHEDULING AND RECORDS

Add/Drop	21
Class Standing	21
Course Load	21
Maintenance of Matriculation	22
Transcripts	22
Withdrawal (W)	21
Withdrawal from the University	22

ACADEMIC STANDARDS AND REQUIREMENTS

Absence Policy	25
Academic Dismissal	25
Academic Integrity	22
Academic Probation	25
Audit (AU)	23
Commencement Honors	26
Dean's List and President's List	25
Due Process (Appealing a Grade)	24
Grade Change	24
Grading	23
Incomplete (I)	24
Minimum Academic Standards	25
Pass/Fail (*P or *F)	24
Repeating a Course	24

ACCREDITATION

The principal accrediting agencies for Mansfield University are: the Middle States Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, the National Association of Schools of Music, the National Association for Music Therapy, the Council on Social Work Education, and the Committee for Allied Health Education, Registered by the Pennsylvania Board of Nursing.

HISTORY

Mansfield University dates back to 1857 when the Mansfield Classical Seminary opened with 105 students. In 1862 the institution was designated a State Normal School for the training of teachers. Enrollment had grown to 400. In 1927 Mansfield became the first school in Pennsylvania to be designated a State Teachers College, authorized by the State Board of Education to grant Bachelor of Science degrees in elementary and secondary education, music, and home economics. In 1960, it became Mansfield State College, a multi-purpose institution offering a broad range of curricula. Finally, on July 1, 1983, Mansfield University came into being, a unit of the State System of Higher Education and a fully accredited four-year, coeducational institution. Today, more than **seventy-eight undergraduate degree programs** and **seven masters degree programs** are offered to about 3200 students.

MU FACTS

Founded: 1857; a unit of the Pennsylvania State System of Higher Education.

Calendar: The academic calendar consists of a fall semester that ends before Christmas and a spring semester ending mid-May. Summer session coursework is also offered May through August.

Programs of study: Two-year associate degrees in radiology technology and respiratory therapy, four-year baccalaureate degrees in seventy-eight fields in the liberal arts and professional studies, masters degrees in seven fields, and 35 minors.

Degrees Granted: A.A.S., B.A., B.M., B.S., B.S.E., B.S.N., B.S.W., M.A., M.S., M.Ed., and Teacher Certification.

Special options: Multiple majors, a self-developed major, honors program, internships, departmental honors, independent study, and individualized instruction.

Number of faculty: 184 teaching faculty (26% full professors); academic support faculty - 20.

Student faculty ratio: 18:1; Average class size: about 78% of classes have fewer than 30 students; 50% fewer than 20 students; only 5% have 50 or more students. Overall average is 21 students per class.

Location: Mansfield, a borough of 4,000 persons, is located in the Northern Tier of Pennsylvania at the intersection of U.S. 15 and U.S. 6. It is 50 miles north of Williamsport, PA and 30 miles south of Corning, NY. Driving time from: Harrisburg, PA, 3 hours; Scranton, PA, 2 hours; Buffalo, NY, 3 hours; Binghamton, NY, 2 hours; Philadelphia, PA, 4 hours; Pittsburgh, PA, 5 hours; New York City, 5 hours. Daily bus service, north and south, connects all points in the northeast U.S. The campus consists of 174 acres, 32 buildings, tennis courts, recreation areas, playing fields, indoor swimming pool, 3 auditoriums, and a planetarium.

Library facilities: 221,000 book volumes; 708,000 micro-volumes; 2,157 current periodicals; 16,993 media items; 27,501 reels of microfilm; 11,000 + music recordings. The Library has implemented automated access to its collection through public access terminals.

Computer facilities: IBM mainframe, VM/CMS operating system, BASIC, COBOL, FORTRAN, MINITAB, PASCAL, PL/I, SPSS, SQL, WATFIV, IBM PC's: BASIC, COBOL, FORTRAN, word processing, spread sheets.

Residence Halls: five residence halls house about 1,820 students. Housing options include female only and co-ed halls. We attempt to house freshmen together in clusters for special programming needs.

Student enrollment: 3,223 enrolled, 2,743 attend full time. 1,901 females, 1,322 males. Students come from 20 states and 21 foreign countries.

Student Financial Aid: Over 80% of students receive financial assistance in some form. About 50 scholarships are awarded annually.

College Financial Data: Physical plant value \$39,200,000; endowment of \$463,000; and operating budget for 1993-94, \$34,000,000.

Region: Year-round outdoor activities are available in the immediate region. Opportunities include hunting, fishing, skiing, camping, hiking, and water sports. Cultural attractions include the Clemens Center of Performing Arts in Elmira, NY, Corning Glass Museum and Rockwell Museum of Western Art, Corning, NY, and Lumbermen's Museum in Galeton, PA.

MISSION STATEMENT

Mansfield University is dedicated to providing an environment that promotes academic and personal growth as well as intellectual, ethical, and aesthetic values. The University serves the region and the national and international communities by developing human and material resources. The University is committed to stimulating continuous pursuit of knowledge and understanding by students, staff, and faculty. To accomplish this mission, Mansfield University pledges to:

- provide a liberal education for all its students;
- prepare students for full and purposeful lives through undergraduate and graduate instruction in liberal arts and professional programs;
- plan, develop, implement, and measure its efforts in providing optimum learning opportunities for students of a variety of ages, backgrounds, and needs;
- promote affirmative action and equal opportunity;
- maintain a faculty dedicated to teaching and scholarship;
- cooperate with other educational institutions for the achievement of mutual goals;
- provide educational and cultural programs to the general community;
- offer expertise in public service activities.

STATEMENT OF DIVERSITY

Graduates of Mansfield University are expected to participate in a world that has been enriched by knowledge and insights that require diverse peoples to live and work together. An academic community that values diversity by words and actions provides the best

environment in which students can learn the social skills necessary to participate in our multi-cultural environment.

The Mansfield University Council of Trustees reaffirms the purposes of the founders of Mansfield University to "Strive to make education universal; that the rich and the poor, the child of those who have power and place, and of those who tread the lowly paths of life, shall receive alike the blessings of education . . . and invite equally and alike, without distinction of sex, or color, or race, or creed, or party, the children of all who may desire to participate in the opportunities here offered. That is the highest purpose for which Mansfield may be praised."

—Simon B. Elliot, 1912

SEXUAL HARASSMENT POLICY

Harassment on the basis of sex is a violation of Title VII of the U.S. Civil Rights Act, Title IX of the Education Amendments of 1972, and of the Pennsylvania Human Relations Act. Both because Mansfield University is obliged to conform to these regulations and because of the university's commitment to providing an environment within which each person can learn and work to his or her fullest capacity, the university will not tolerate sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or a student's academic status or treatment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Individuals who believe themselves to be the victims of sexual harassment, or who have questions about the university's policy on this matter should contact the Affirmative Action Office, Pinecrest 113 or call (717) 662-4051.

Existing affirmative action guidelines will be used in processing complaints.

HANDICAPPED POLICY

Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance." Section 504 prohibits discrimination against handicapped individuals in recruitment, testing, admissions or after being admitted to a college/university. Mansfield University is committed to making the necessary adjustments so that handicapped students are able to fulfill academic requirements and to ensure that they are not excluded from programs because of their handicap. Inquiries should be directed to the Affirmative Action Office, Pinecrest 113, or call (717) 662-4051.

HUMAN SUBJECT RESEARCH POLICY

Research projects undertaken by students or faculty of Mansfield University must be approved prior to involvement of human subjects. The review process is intended for the protection of human subjects and this shall be the sole object of the review.

There are two types of review — Category A and Category B. The responsibility for Category A review rests with each department in which research involving human subjects is undertaken. Research protocols are subject to category A review if they pose no more than minimal risk to human subjects and meet one or more of the five exempted conditions detailed in the Human Subjects Research Guidelines.

Research protocols which do not involve one of the five exempted conditions are subject to Category B review by the Institutional Review Board (IRB).

The review requirements which are outlined in the Human Subjects Research Guidelines do not apply to the following: 1) in-class research exercises which are an integral part of the learning experience in a university course; or 2) behavior modification exercises using established professional procedures; or 3) student teaching and other clinical practicums. The Human Research Guidelines document is available from the Grants and Contracts Office located in Doane Center.

CONFIDENTIALITY OF EDUCATIONAL RECORDS

Mansfield University collects and maintains data and information about students for designated periods of time and for the express purpose of facilitating their educational development. The university recognizes the privacy rights of individuals, as guaranteed by the family Rights and Privacy Act of 1974 and the Pennsylvania Right-To-Know Law of 1957, yet attempts to balance those rights with the institution's need for information relevant to the fulfillment of its educational missions. As such, the university has an approved policy on *The Confidentiality of Student Records* that outlines all procedures that apply to the collection, maintenance and release of such records. Copies of this policy are on file in the library or may be obtained in the Student Affairs Office, 120 Pinecrest.

TRANSFER EVALUATION POLICIES

Following acceptance into the university, an evaluation of courses taken at the previous institution(s) is made by the Transfer Coordinator in consultation with the chairperson of the student's major department.

Credits will be evaluated on a course-by-course basis. General Education requirements will not automatically be met.

Any exceptions to this policy are specified in articulation agreements of transfer between Mansfield and two-year institutions. Presently, agreements exist with Corning Community College, Harrisburg Area Community College, Keystone Junior College, Lackawanna Junior College, Lehigh County Community College, Luzerne County Community College, Pennsylvania College of Technology, and Reading Area Community College.

TRANSFER — Grades

No grades or quality point average (QPA) transfer from a previous institution. Credits transfer, but not grades.

Only courses for which a "C-" grade or better have been earned will be considered for transfer to Mansfield University unless you have earned an Associate of Arts, Associate of Science or bachelors degree from an accredited two year or four year college/university. Consistent with this policy, credit will only be awarded for courses with transcript notations such as "Pass," "Credit by Examination," and "Satisfactory" when a grade of "C-" or better is required for the award of such grade.

TRANSFER — Credits

The following is a brief explanation of the most common grading systems used in addition to semester hours - quarter hours and units — which are used at other institutions. There are others. The system employed by a college will usually be indicated on the transcript. Questions should be addressed to the Transfer Coordinator, Beecher House.

Quarter-hours — In converting to the semester hour system, quarter-hours are multiplied times $\frac{2}{3}$; thus three-quarter hours are equivalent to two semester hours, four-quarter hours equal $2\frac{2}{3}$, five-quarter hours equal $3\frac{1}{3}$, etc. The total number of quarter-hours multiplied times $\frac{2}{3}$ results in the total number of semester hours accepted in transfer. Any excess fraction in the total number of transfer credits is discounted.

Unit — One unit is usually equal to 3.5 semester hours. Thus, the number of units is multiplied times 3.5. A one-unit mathematics course would be equivalent to 3.5 semester hours. The treatment of fractional hours is the same as stated for the quarter-hour system in the preceding paragraph.

The number of credit hours that transfer from another institution is the same number awarded for completion of course work at that college/university. For example, some institutions do not give credit for physical education courses. A student accepted from such an institution is considered to have met the physical education requirement at Mansfield University for as many PE courses as previously taken, but no credit would be awarded. Similarly, Introductory Biology might carry three credits at another institution and three credits would be awarded in transfer for such course although the equivalent at Mansfield University is four credits. Furthermore, if a U.S. History course is four credits at another institution, four credits would be given in transfer although U.S. History at Mansfield University is a three credit course.

Because of the time sequence necessary for the development of skills required by the music curriculum, students are advised to transfer in as early as possible. Otherwise, it becomes increasingly difficult to complete the curriculum within the normal four-year span of time. Credits in the music area must be validated by examination before they may be accepted in transfer. This is to insure that the student is capable of successfully completing the remaining courses which will be required.

Fifty percent of a student's major requirements must be completed at Mansfield University.

MAXIMUM HOURS ACCEPTED IN TRANSFER

Mansfield University will not accept more than 67 semester hours of course work in transfer from accredited two-year junior or community colleges. There is no limit on credits accepted from a four-year accredited college/university.

NON-ACCREDITED COLLEGES/UNIVERSITIES

Credits presented from non-accredited colleges or universities are not eligible for transfer consideration. "Accredited" is defined to include accreditation by any of the seven regional accrediting bodies only, e.g., Middle States Association for this region.

READMIT POLICY

Mariculated students who have not been in regular attendance during the previous semester must apply for readmission to the university. This does not apply to non-matriculated students.

Readmit applications must be submitted, along with the appropriate fee, by March 1 for the Fall semester and November 1 for the spring semester. A statement should accompany the application about activities, including such information as employment, college course work completed, military service, etc. The application fee may be waived, upon withdrawing from the university, for students who provide a letter to the Student Records Office and Admissions citing reason(s) for withdrawal and stating expected return entry date.

Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission. Before students are readmitted they must clear all outstanding university-related debts.

CERTIFICATION

Applicants wanting endorsement for teacher certification (initial or added) by Mansfield University (e.g., B.A. degree holder seeking certification in Elementary or Secondary Education; B.S. in Education degree holder seeking added certification) must complete or submit the following:

1. Personal interview with the Certification Officer, if requested.
2. Application completed and returned with a \$25 fee. Application forms are available in the Certification Office, Retan Center.
3. Official transcripts of all college work completed must be sent directly from the issuing institution to the Certification Officer at Mansfield University.

Students seeking certification should contact the Certification Officer, Retan Center.

COMMUNITY SERVICES/CONTINUING EDUCATION

The mission of the Community Services/Continuing Education Office is to provide lifelong educational opportunities to non-traditional students including employed adults and professionals. This office is responsible for off-campus undergraduate and graduate credit courses and programs, non-credit workshops, camps, conferences, and Summer School.

Persons interested in continuing education programs should contact the Community Services/Continuing Education Office located in Doane Center, (717) 662-4244.

NON-DEGREE, PART-TIME STUDIES STUDENTS

Approval to take course work as a non-degree, part-time studies student does not imply or guarantee admission to the university or acceptance in a degree program.

Evidence of high school graduation must be furnished by providing official, final transcripts of high school work or a satisfactory score from the GED within the initial semester or summer session of enrollment. Students who have attended a post-secondary school must provide an official transcript from each institution.

No more than 30 credit hours earned, exclusive of developmental (090) course work, may be applied toward a degree program at Mansfield. Students may not schedule more than 11 credit hours during any academic semester.

Non-degree, part-time studies students are required to meet the universities minimum academic requirements. Students who fail to meet those requirements at the end of a semester may be administratively disqualified and denied future enrollment at the discretion of the Provost/Vice President for Academic Affairs.

Students may not enroll for course work during the one year "sit-out" period after a first dismissal or after a second dismissal from the university without the approval of the Provost/Vice President for Academic Affairs.

Students who are not U.S. citizens must provide a current, valid visa and a TOEFL score (500 minimum) or demonstrate English proficiency.

SUMMER SCHOOL

The Summer School program at Mansfield University is designed to meet the needs of a variety of students. A wide range of educational opportunities include credit courses for undergraduate and graduate students, as well as, workshops, travel credit courses, and seminars in the liberal arts, teacher education, and other fields of study.

Summer sessions are open to all students who have earned a high school diploma or GED, but does not imply or guarantee admission or readmission to Mansfield University.

Continuing university students, including new admits, who wish to accelerate their program of study will find both general education and other courses in a variety of fields of study. Students from other colleges and universities may take courses at Mansfield University. However, they are advised to first ensure that their home institution will transfer such credits earned.

Teachers and graduate students will find courses in the summer program to serve a variety of needs. They may enroll to complete requirements for permanent certification, take refresher courses in their field of specialization, or for the purpose of extending their certification to a new field.

The Summer Session bulletin is usually available after March 1 at the Summer School Office, Doane Center, (717-662-4850) or the Graduate Office, Alumni Hall, (717-662-4806).

Academic Policies

The university reserves the right to make changes in curricula, degree requirements, course offerings, and all academic regulations when, in the judgment of the faculty, the President, and Council of Trustees, such changes are in the best interest of the students and the university. University policy procedures can also be found in the student handbook, *The Password*.

Graduation Requirements

It is the **student's responsibility** to know the university requirements for graduation and those of his/her major.

To graduate from Mansfield University with an **associate degree**, a student must meet the following requirements.

- (1) Earn a minimum of 67 credit hours.
- (2) Earn a minimum 2.0 cumulative quality point average (QPA) in all work attempted and in the major.
- (3) Complete requirements for the major and the degree.

To graduate from Mansfield University with a **baccalaureate degree**, a student must meet the following requirements.

- (1) Earn a minimum of 128 credit hours plus any required preparatory (090) courses. Preparatory (090) courses completed increase the total number of credit hours required for graduation.
- (2) Earn a minimum 2.0 cumulative quality point average (QPA) in all work attempted and in the major.
- (3) Complete requirements for general education and for the major.
- (4) Complete 40% of the credits required for a degree at the 300-400 level.
- (5) Complete the Writing Across the Curriculum Program.
- (6) Complete a second year language proficiency or minor for a B.A. degree.

To graduate from Mansfield University with **teacher certification** a student must meet the following requirements.

- (1) Earn a minimum 2.5 cumulative quality point average (QPA) in all work attempted.
- (2) Complete a teacher preparation certification program approved by the Pennsylvania Department of Education.
- (3) Complete all requirements for a baccalaureate degree.
- (4) Pass the National Teachers Examination (NTE) Core Battery and Specialty Area tests. Contact the university certification officer, Retan Center or campus testing officer, South Hall for NTE information.
- (5) Students may earn a teaching degree with less than a 2.5 QPA, but the university will not recommend them to the Pennsylvania Department of Education for certification.

Some programs and majors have degree requirements in addition to the university graduation requirements. Students should contact their department advisor for such requirements.

No student may be granted an associate degree from the university without a minimum residency of 15 credit hours earned from Mansfield University.

No student may be granted a baccalaureate degree from the university without a minimum residency of one year (32 credit hours earned from Mansfield University). Minimum residency means the senior year (the last 32 credit hours) is taken through the university; exceptions may be made with approval from the Office of the Provost.

Transfer credit may be awarded for up to 50% of the major requirements including major-related electives. If the remaining credits do not meet Mansfield University guidelines for general education, they will be applied as free electives.

Students receive a *Graduation Outlook* form upon completion of 80 credit hours. The *Graduation Outlook* notes courses and/or requirements still necessary to be completed for graduation including any deficiency in the cumulative quality point average (QPA) in all work attempted and in the major. Students who are accelerating may request an *Outlook* earlier through the Student Records Office.

Preparatory (090) Courses

Students entering Mansfield University will be evaluated in the areas of mathematics, study skills, and written communication in order to assure a minimal level of competency. In mathematics, your previous preparation is assessed and in some instances you will take a placement examination in order to determine whether or not MA 090 is required. Your SAT verbal score is used to determine whether or not ED 090 is required. A writing placement examination is administered to all entering students and placement will be made in ENG 090 or ENG 112 on the basis of their performance on that essay.

If 090 courses are necessary, the minimum number of credits required for graduation could increase from 128 to 137 (if all three 090 courses are required). Students required to take ED 090 will be scheduled for the course in one of their first two regular semesters and, once placed in the course, the course cannot be dropped. Academic policy requires that any 090 courses be taken during the first 57 credit hours attempted.

Writing Across The Curriculum (WAC)

Writing Across the Curriculum (WAC) requirements are satisfied by completing Eng 112, Eng 313 and three writing-designated courses (at least one of which must be an upper-division course). The WAC Program helps you become a comfortable and competent writer through assignments in designated writing courses that require different conventions of purpose and audience, different formats and styles, and different kinds of writing as it is done in various disciplines. These writing courses are drawn from all areas of the curriculum and involve you in regular, frequent writing, much of which the instructor responds to.

WAC Matrix for Transfer and Matriculated Students

The WAC Matrix assumes that you will either transfer a course equivalent to MU's Eng 112 or take that course through Mansfield University.

Since WAC Programs are now offered at many colleges and universities, advisors should be alert to "W" transfer courses. Only courses that are part of college/university recognized

WAC Program will be recognized as a "W" course. Such information will be indicated on a student's evaluation record.

Matriculated students will have their WAC requirements determined on the basis of total credits accumulated as a non-degree undergraduate student and the following matrix will apply.

WAC Matrix		
Transfer Credits	WAC Course Requirements	
1 - 32	2 (100/200 level)	1 (300/400 level)
33 - 64	1 (100/200 level)	1 (300/400 level)
65 - 128	1 (300/400 level)	

General Education

Philosophy

The objective of the general education component of an undergraduate degree is to provide you with a foundation for lifelong learning and to enable you to cope with a rapidly changing world as a responsible citizen.

General Education is designed, therefore, to enable you to continue to learn independently of formal classroom instruction. It extends throughout the undergraduate experience and into campus and community life. General Education is designed to encourage you to develop your abilities to observe, analyze and resolve problems: essential skills in a pluralistic and global environment. Finally, general education makes students aware of the concept of ethical and moral responsibility to self and to society.

General Education complements major course work and assists you in taking your proper place in society by helping you comprehend humankind: its cultures and history, the philosophies by which it lives, the means by which it communicates, and the arts and sciences which better its existence.

Program Overview

There are three types of courses in General Education: Core, Distribution Requirements, and General Education Electives.

Core Courses

Core courses are those so important to the education of all students that they are required of every undergraduate student attending the university in a Bachelor's Degree Program. These include English Composition, Oral Communication, Introduction to one of the Fine Arts, and Health and Physical Education courses as follows:

COMMUNICATION SKILLS (9 CRS)

COM	101	Oral Communication (3)
*ENG	112	Composition I (3)
**ENG	313	Composition/Literature II (3)

HEALTH AND PHYSICAL EDUCATION (3 CRS)

HPE	100	Health (2)
#HPE	101-199	Physical Education (1-3)

FINE ARTS (3 CRS)

ARH	101	Introduction to Art (3)
MU	101	Introduction to Music (3)
THT	110	Introduction to Theater (3)

* All students should take ENG 112 (and ENG 090 if necessary) during their first year. Transfer students who have already taken a year of composition will receive credit for ENG 112 and for electives.

** ENG 313 must be passed with a grade of "C-" or better.

Nursing degree students must be currently CPR certified or complete HPE 164 when attempting to complete the health and physical education requirement.

Distribution Requirements

General Education Distribution Requirements are satisfied by taking basic courses in the Liberal Arts and Science Disciplines. In addition to courses listed below as satisfying requirements for Groups I, II, III, IV, and V, the **Interim General Education Program (effective Fall 1994 and Spring 1995)** permits all 100 and 200 level courses with prefixes listed in Groups I - V and a select number of 300 and 400 level courses (listed in the Master Schedule for the appropriate academic term) to be counted toward meeting group requirements. Note that this interim opening of General Education is not retroactive.

GROUP I, HUMANITIES (MINIMUM 9 CRS)

ENG	115	Introduction to Literature (3)
ENG	203	Readings in Ancient Literature (3)
ENG	204	Readings in World Literature (3)
ENG	207	Readings in British Literature (3)
ENG	208	Readings in American Literature (3)
HST	101	Western Civilization I (3)
HST	102	Western Civilization II (3)
HST	104	The World in the 20th Century (3)
HST	201	American History through Civil War (3)

HST	202	American History – Reconstruction to Present (3)
PHL	201	Introduction to Philosophy (3)
PHL	202	Contemporary Moral Problems (3)
PHL	230	Introduction to Logic (3)
PHL	280	Philosophy of Religion (3)

GROUP II, FOREIGN LANGUAGES (MINIMUM 6 CRS IN ONE LANGUAGE)

Any courses offered by the Foreign Languages Department will satisfy this requirement.

GROUP III, NATURAL SCIENCES (MINIMUM 9 CRS)

AST	105	Exploration of the Solar System (3)
AST	106	One Possible Universe (3)
AST	108	Observing the Autumn Sky (1)
AST	109	Observing the Winter Sky (1)
AST	110	Observing the Spring Sky (1)
AST	111	Observing the Summer Sky (1)
BIO	101	Man and the Biological World (4)
BIO	102	Contemporary Biological Problems (3)
BIO	210	Zoology (4)
BIO	220	Botany (4)
CHM	101	Introductory Chemistry (4)
CHM	102	Organic and Biochemistry (4)
CHM	103	Chemistry and The Environment (4)
CHM	111	General Chemistry I (4)
CHM	112	General Chemistry II (4)
GEL	101	Earth Resources and Energy (3)
GEL	102	Environmental Geology (3)
GEL	121	Physical Geology (3)
GEL	122	Historical Geology (3)
PHY	130	Household Physics (3)
PHY	151	Conceptual Physics I (4)
PHY	152	Conceptual Physics II (4)
PHY	188	General Physics I (4)
PHY	211	General Physics II (4)

GROUP IV, MATHEMATICS (MINIMUM 6 CRS)

Any course (**except MA 090 and MA 104**) offered by the Mathematics Department will satisfy this requirement.

GROUP V, SOCIAL SCIENCES (MINIMUM 9 CRS)

ANH	101	Cultural Anthropology (3)
ANH	102	Human Origins and Evolution (3)
ECO	101	Principles of Macroeconomics (3)
ECO	102	Principles of Microeconomics (3)

ECO	204	History of Economic Thought (3)
ECO	205	Contemporary Economic Problems (3)
GEG	101	World Regional Geography (3)
GEG	102	Human Geography (3)
GEG	111	Physical Geography (3)
GEG	222	Environmental Land Use and Natural Resources (3)
PSC	100	Introduction to Politics (3)
PSC	101	American Politics (3)
PSC	102	State and Local Politics (3)
PSC	210	World Politics (3)
PSC	212	Comparative Politics (3)
PSY	101	Introduction to General Psychology (3)
PSY	210	Psychology of Family Relations (3)
PSY	212	Human Sexuality (3)
PSY	290	Life Span Development (3)
SOC	101	Introduction to Sociology (3)
SOC	121	Contemporary Social Problems (3)
SOC	232	American Family Systems (3)

General Education Electives

You may select any course, regardless of level (100-400), from the same disciplines approved for Distribution Requirements (Groups I through V). Such courses allow you to go beyond the introductory level in a Liberal Arts area should you choose to do so. In addition, any Art History (ARH), Art (ART), Communications (COM), Music (MU), Theater (THT), or Women's Studies (WS) course may also be used as a general education elective.

Professional Elective

A group of introductory courses in certain professional departments are approved as an acceptable General Education Elective. This permits you to investigate one professional program as a possible major or minor within General Education. If this area is then selected as a major, the course must be replaced with another General Education or Professional course. One approved Professional Course may be selected from the following:

BFC	317	Fish Management (3)
BUS	130	Introduction to Business and Management (3)
CIS	103	Introduction to Microcomputers (3)
CJA	100	Introduction to the Administration of Criminal Justice (3)
DIT	111	Introduction to Nutrition (3)
*ED	100	Schools and Society (3)
RPL	102	Introduction to Regional Planning (3)
SPE	101	Exceptional Persons in Society (3)
SWK	101	Human Services (3)
TRT	102	Introduction to Travel-Tourism (3)

*Any student enrolled in a program leading to teacher certification may not use ED 100 as a Professional Course for General Education Electives.

Special Rules

The following special rules govern the General Education Program:

1. Students must satisfy the minimum requirements in four out of five Groups listed under Distribution Requirements.
2. A maximum of six credits from the major discipline may be used to fulfill Distribution Requirements (Groups I - V) and General Education Electives. Professional courses are excluded except under special rule #9.
3. No more than two courses with the same prefix may be used to complete any Group Distribution Requirement (Group I-V). A maximum of 12 credits with the same prefix may be used to complete distribution requirements including General Education Electives.
4. A maximum of 18 credits from approved courses or disciplines from one Group (Groups I, III, or V) may be used to meet Distribution Requirements and General Education Electives. For example, 12 credits in Group I and 6 credits from the same discipline used in the General Education Elective area is the maximum allowed in a Humanities discipline. In the case of Groups II and IV, only 12 credits are permitted.
5. Courses from disciplines approved for Distribution Requirements (Groups) may be used as General Education Electives except MA 090 and 104.
6. A minimum of 24 credits in Distribution Requirements (Groups) is required for Bachelor of Music Degree programs, 41 credits in Distribution Requirements (Groups) and General Education Electives is required for the Bachelor of Science in Nursing program, and 42 credits in the Distribution Requirements (Groups) and General Education Electives is required for all other Bachelor degrees.
7. Six credits in a single language is required when completing Group II, Foreign Language.
8. Physically disabled students may complete the HPE 101-199 requirement by special arrangement.
9. One Professional Elective is allowed from those approved. However, it must be replaced should the student subsequently choose to major in that field.

Academic Major/Minor Requirements

The requirements for your major and/or minor appear on your Evaluation Record (ER) which is maintained in the Student Records Office. You must complete the major/minor requirements that exist at the time you are admitted to the university. Should major/minor requirements change, the changes will affect only new students, though students already working toward the major may petition to be bound by the new requirements. Students readmitted following a break of more than one semester fall under all university policies in effect at the time of readmission.

Petitions

Program Variance — Under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive major course requirements by informing the Student Records Office in writing of such program change. Students may petition the Provost/Vice President for Academic Affairs for other program variances.

Waiver of University Policies or Regulations — When any rule or regulation of the university causes an unfair hardship, you may petition the Provost/Vice President for Academic Affairs for an exception. Contact your advisor for assistance in preparing the petition. Petitions are available in the Student Records Office.

Dual/Multiple Majors

Multiple majors must be within the same degree; that is, a B.A. major may be added to a B.A. degree, a B.S. to a B.S. but not a B.S. to a B.A., etc. The first major selected will be considered primary. All majors will be listed on the student's permanent record when requirements for each major have been satisfied.

Change of Major/Minor

Requests to change a major or minor must be initiated in the Student Records Office. Change of major or minor forms are available in the Student Records Office. **Undeclared students** declaring a major must also complete the *Change of Major Form*.

Second Baccalaureate Degree

A student who possesses a baccalaureate degree may earn a second bachelor's degree upon completion of the following requirements: (1) a minimum of 32 credit hours at Mansfield following the first degree (internships, observation/participation, and student teaching credits hours are not counted in the required minimum), (2) all requirements for the major in which the second degree is to be earned, (3) General Education is considered closed on the first degree **except** Eng 313 and specific General Education requirements for the second degree if he/she has not already done so, and (4) earn at least a 2.0 cumulative quality point average (QPA) in all work attempted and in the major.

Adding Major(s) to a Completed Baccalaureate Degree

A graduate of Mansfield University may readmit to add new major(s) to a prior degree. You must be accepted by the department offering the program of study and fulfill all the requirements for the new major. Any courses required in the new major that were completed prior to returning to Mansfield will be waived. General Education will be considered complete, except specific requirements for the second major, if you have not already done so.

The QPA of the original degree will be "sealed" so that you have a new and totally distinct QPA for the new major(s). You must maintain a minimum QPA of 2.0 in work taken after the baccalaureate degree to remain at Mansfield. There is no minimum number of hours you must complete after receipt of the degree in order to add a new major(s).

Upon completion of all requirements, a notation will be made on your permanent record indicating the new major(s) and the date completed.

Undeclared Students

Students who are not ready to choose a major may be accepted as Undeclared. An advisor will be assigned to help you choose courses to fulfill General Education requirements and advise you of introductory courses as a means of selecting a suitable major. It is recommended that you choose a major after your second semester freshman year. However, all students must declare a major by the time they have earned 64 credit hours.

Academic Minor

A minor consists of no less than 15 and no more than 24 credit hours. Students must attain a minimum 2.0 cumulative quality point average(QPA) in that minor. The Bachelor of Arts degree candidate must choose between a minor or second year foreign language proficiency. Though not a requirement for other degrees, a minor can be used to enhance your academic experience and will appear on your permanent record. Minor forms are available in the Student Records Office. The following are approved minors:

Art	Information Systems
Biology	International Studies
Business Administration	Mathematics
Chemistry	Music
Computer Science	Philosophy
Creative Writing	Physics
Criminal Justice Administration	Political Science
Cultural Anthropology	Psychology
Economics	Psychology of Human Development
English Literature	Regional Planning
Ethnic Studies: African-American	Social Welfare
Ethnic Studies: Native North Americans	Sociology
French	Spanish
Geography	Theatre
Geology	Travel-Tourism
German	Women's Studies
History	

Alternatives to Traditional Study/Experiences

Honors Program

The Honors Program is an enriched general education program for especially capable and motivated students. The program's curriculum consists of seven courses in the arts and sciences designed to stimulate thought, discussion, and growth.

This program is compatible with most major degree programs at Mansfield, and satisfies general education requirements without increasing the number of hours needed for graduation. It structures the student's curriculum for the first two years of study, after which time the student's activities center on his/her major. The capstone course is the senior honors project, which synthesizes advanced work in the major with at least one other discipline.

In order to remain in the Honors Program, students must maintain a minimum 3.0 cumulative QPA and make steady progress in fulfilling honors requirements. Additionally, honors students are expected to complement their academic work with service to the university community.

Upon graduating, students completing the program will have such notation on their permanent record. Information about the Honors Program is available from professors Louise Blum and John Ulrich, co-directors, Belknap Hall.

Independent Study/Individualized Instruction

Independent Study is an activity initiated by a student to increase his/her already advanced knowledge in a particular academic discipline and is available in each curricular field. The subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field.

To register for an Independent Study, you must process a contract (available in the Student Records Office) before the beginning of the semester or summer session for which it is being sought. The appropriate curricular prefix must precede the course number 497 and the credit hours may vary from 1 to 3. It may be repeated for more than 3 credit hours total, but each project may be for no more than 3 credit hours. The contract must be signed by the faculty supervisor, department chairperson of the course being requested, and the Provost/Vice President for Academic Affairs.

Individualized Instruction enables you to take a required course that is not being offered during a given semester. Ordinarily permission to take a required course by Individualized Instruction is restricted to situations in which the desired course is needed for graduation and you have been unable to schedule that course earlier in your academic career.

To register for an Individualized Instruction, you must process a contract (available in the Student Records Office) prior to the beginning of the semester or summer session for which it is being sought using the same procedure as the Independent Study listed above.

Internship

Internships are offered in many academic major programs. This experience provides an opportunity to apply knowledge and skills already acquired in your area of study. It both supplements and reinforces the academic aspects stressed in the classroom and is usually undertaken during your junior or senior year. Internship contracts are available in the Student Records Office.

Graduate Courses

As an undergraduate student at MU, you may enroll in a graduate course (500 level) if you are within 18 semester hours of having satisfied the requirements for the bachelor's degree (as certified by the Student Records Office).

Graduate courses may be applied toward your undergraduate total of 128 credits after approval of the *Request for Permission to Enroll in Graduate Courses* form available in the Graduate Office, Alumni Hall and satisfactory completion of such course(s).

Graduate courses may count for graduate credit upon conferral of the bachelor's degree if these credits raise your total above 128. This does not imply automatic admission into the Graduate Program.

Credit By Exam (EX)

Matriculated students who feel they have already mastered the material in a Mansfield course may request permission to challenge the course by examination. Students may elect this option during the first seven working days of the semester.

This does not include courses in the areas of independent study, ensemble or other group participation courses, student teaching or pre-professional experience, seminars or selected topics, and laboratory experience unless special permission is provided by the department offering the course and the Office of the Provost/Vice President for Academic Affairs.

Students **may not** challenge a course in which they have demonstrated competency by passing a more advanced course. Likewise, they may not challenge a course which has been waived because of demonstrated competency or advanced placement.

The Credit by Exam form is available in the Student Records Office.

Off-Campus/Study Abroad

Students wishing to participate in an approved off-campus or foreign study program as a component of their major program must seek formal permission, approval, and advisement from their department and the Office of the Provost/Vice President for Academic Affairs several months before beginning the program. Close advisement in the selection and pursuit of such off-campus study programs will be the obligation of the student, their department advisor, and chairperson.

Students may elect to study abroad or in an American program for a summer, one semester, or one year without breaking matriculation at Mansfield University.

The Board of Governors' Visiting Student Program allows students enrolled full-time at a SSHE university to enroll at a sister institution for a limited period of time.

Applications for the above options are available in the Student Records Office.

Transfer Course Work

Matriculated students who wish to take courses at another institution to transfer credits back to Mansfield must complete a Recommendation for Transfer of Credit to Mansfield University form before taking the courses. The form is available in the Transfer Office, Beecher House.

Advanced Placement (AP)

Mansfield accepts high school courses taken prior to admission to the university under the national Advanced Placement Program. A minimum score of 3 on the qualifying examinations is required for award of credit. No more than 12 credits earned by such examinations may be applied toward graduation requirements.

College Level Examination Program (CLEP)

Mansfield participates in the National CLEP program. Mansfield University grants credit for CLEP SUBJECT examinations, but **does not** grant credit for the CLEP GENERAL examination. Subject examinations are available in the areas of humanities, composition, foreign languages, science, mathematics, social science, business, and education.

CLEP is a way to earn college credits for what you have already learned and may shorten your college experience. This examination may be taken at any time in several subject areas by contacting the Career Development and Placement Services Office. Forms for the CLEP subject examination are available in the Student Records Office.

Military Service Credit

Veterans with a minimum of 18 months of honorable service in the United States Service Branches (DD 214 form) may apply for three credits in HPE 100 (Health) and/or HPE 101-199 (Physical Education). In addition, credit may be awarded for service training programs based on an official military transcript and recommendations in the American Council on Education Guide.

Academic Scheduling and Records

Course Load

A normal academic course load is defined as 12 to 18 credit hours. If you want to schedule more than 18 credit hours, you **must have** a 3.0 cumulative quality point average (QPA). If you want to schedule more than 18 credit hours and **do not have** a 3.0 cumulative quality point average (QPA), you must submit a petition to the Provost/Vice President for Academic Affairs for permission.

Students registered for fewer than 12 credit hours are not eligible to live in campus residence halls without special permission from the Vice President for Student Affairs or designee.

Add/Drop

You may ADD a course during the first seven working days of a semester and DROP a course during the first five working days of a semester. In Continuing Education, the add period will be the first 10 working days of a semester. The only signature necessary on add/drop cards is the class instructor's. Add/drop cards are available in the Student Records Office.

Withdrawal (W)

After the drop period, you may withdraw from course(s) until 4 p.m. on the last day of classes by contacting the course instructor. A "W" will be recorded on the your permanent record and will not be calculated in the quality point average (QPA). A student who withdraws from all courses will automatically be withdrawn from the University.

Class Standing

Class standing is determined by the total number of semester hours earned including credits accepted in transfer from other accredited colleges.

Freshman	0-31 semester hours of earned credit
Sophomore	32-63 semester hours of earned credit
Junior	64-95 semester hours of earned credit
Senior	96 and above semester hours of earned credit

Maintenance of Matriculation

Continued matriculation status applies to program preservation for students in the following categories:

1. Students who have had no interruption in course work of more than one semester.
2. Students who withdraw in good academic standing, who are returning within one calendar year, and who notify the Provost/Vice President for Academic Affairs in writing of that intent at the time of withdrawal.
3. Students who are doing approved work consistent with program requirements and thereby meet degree or program requirements in effect at the time of initial matriculation.

Withdrawal from the University

You may withdraw from the university by submitting the withdrawal form to the Assistant to The Provost. Upon receipt of the form, all appropriate offices will be promptly notified. This form is available in the Student Records Office. Except for extenuating circumstances (e.g., medical reasons), you are not guaranteed readmission.

Transcripts

Official transcripts of courses taken at Mansfield University are prepared by the Student Records Office and issued according to the following policies:

- A. Student's records are confidential. Transcripts, therefore, are issued only at the written request of the student. Requests by telephone are not acceptable.
- B. No transcript is issued to or for a student who is indebted to the university until the indebtedness has been paid in full.
- C. Official transcripts of credit(s) earned at other institutions that have been presented for admission and evaluation become part of the student's permanent record in the Student Records Office and cannot be reissued or copied for distribution. Transcripts from other institutions, if needed, must be obtained directly from the original institution.
- D. Official transcripts issued directly to the student will only be released in a signed, sealed, embossed envelope. The envelope will bear the statement that if opened the transcript should be considered unofficial and the integrity of the document is not guaranteed by Mansfield University.
- E. Unofficial transcripts (student copy) contain the same information as an official, but do not bear the signature or seal of the university

Academic Standards and Requirements

Academic Integrity

Students are expected to do their own academic work. Dishonesty in academic work in any of its forms, including cheating, academic misconduct, fabrication, and plagiarism, is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of

academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the Provost/Vice President for Academic Affairs. The student handbook, *The Password*, outlines the procedures faculty will use to initiate disciplinary action in cases of academic dishonesty.

Faculty are responsible for informing students of course evaluation criteria, for adherence to the stated criteria, and for determining grades in a fair and equitable manner. If a student charges that a faculty member has discharged professional duties in an improper, arbitrary, discriminatory, or otherwise unjustified manner, complaints may be properly considered by means of the procedures outlined in the student handbook, *The Password*.

Grading

Professors will provide to students a written syllabus before the end of the first week of class. It will include the criteria for academic evaluation. Student absences may affect the student's grade (refer to *Absence Policy*). Mansfield University employs a 4-point grading scale, as shown below, in evaluating academic performance:

GRADES	INTERPRETATION	QUALITY POINTS
A	Excellent	4.0
A-		3.7
B+		3.3
B		3.0
B-	Above Average	2.7
C+		2.3
C		2.0
C-		1.7
D+	Good Standing	1.3
D		1.0
D-		0.7
F		0.0
	Minimally Passing	
	Failure	

The following designations may be used in addition to the grades shown above:

AU	-	Audit
EX	-	Credit by Examination (D- grade or better)
I	-	Incomplete
*P/F	-	Pass/Fail (D- grade or better)
S	-	Satisfactory (D- grade or better)
U	-	Unsatisfactory
W	-	Withdrawal from a course after the drop period

The student's cumulative quality point average (QPA) is determined by dividing the total number of quality points earned by the total number of credit hours of work attempted. The cumulative QPA is the index by which a student's academic standing is judged.

Audit (AU)

Students interested in auditing a course (attending class, but receiving no grade or credits) must declare their intentions in writing to both the instructor and the Student Records Office before the end of the Add Period (first five working days of the semester).

Incomplete (I)

An "I" (Incomplete) grade is used to denote unfinished work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The "I" will be awarded by professors, at their discretion, and will be submitted on the grade report form at the end of the semester. The professor and the student will negotiate the specific requirements to be satisfied in order to convert the "I" to a letter grade.

The student is responsible for the removal of an "I" grade within the first three weeks of the following semester after the "I" grade was given except in cases where further serious circumstances prevail and a request for an extension is made by the faculty member to the Student Records Office. If the "I" grade is not cleared within the allotted time period, a final grade of "F" will be recorded.

Pass/Fail (*P or *F)

Students may take a total of eight courses pass/fail; however, no more than one course each semester may be taken under the pass/fail option. **Pass/Fail credits are not reflected in the student's QPA, however, a passing (*P) grade is counted as credit hours earned.** Students may elect the pass/fail option during the first seven working days of the semester. They may neither change the pass/fail option to a letter grade nor select the pass/fail option after the first seven working days of the semester. A passing grade is "D-" or better, and three failures under this option will constitute a loss of the option. Pass/Fail application forms are available in the Student Records Office. The following restrictions apply:

1. 100 or 200 level courses MAY NOT be taken pass/fail to fulfill General Education Core, Distribution Requirements, or General Education Electives.
2. Any 100 or 200 level course taken pass/fail will count ONLY as a free elective.
3. Courses required by the major department may be included in the pass/fail option at the discretion of that department, require the chairperson's signature and MAY NOT be counted for General Education credit.

Grade Change

If an error in the final grade given a student requires that the instructor change the grade, such a change must be made within the first three weeks of the following semester. Grade changes will not be allowed after that time unless a request for an extension was made by the faculty member to the Student Records Office.

Due Process (Appealing a Grade)

If, as a student, you wish to appeal a grade, you should refer to the procedures outlined in *The Password*.

Repeating a Course

When you repeat a course which cannot be repeated for credit then (1) all grades received shall be included on your permanent record, but (2) only the last grade received shall be used in computing your cumulative quality point average (QPA).

If you fail a course, you **may not repeat** it on a pass/fail or credit-by-exam basis. If you fail a course that can be repeated for credit you should notify the Student Records Office.

Minimum Academic Standards

All matriculating students seeking an undergraduate degree must meet the minimum academic standards of the institution. The following shall be the minimum academic requirements for continuation at Mansfield.

0-18 credit hours attempted	— 1.00 QPA
19-37 credit hours attempted	— 1.60 QPA
38-56 credit hours attempted	— 1.80 QPA
57 or more credit hours attempted	— 2.00 QPA

Credit hours attempted for the minimum academic requirements include transferred credit hours.

Absence Policy

Regular and punctual class attendance is expected of all students. Documented excuses because of illness, serious mitigating circumstances, or absences because of official university representation will be accepted by all faculty, thus permitting the student to make up missed tests and/or assignments in a reasonable manner at the discretion of the instructor.

Academic Probation

Any matriculated student whose cumulative quality point average (QPA) is between the minimum academic requirement and 2.00 at the end of a marking period will be placed on academic probation until the QPA is 2.00 or above.

Probationary status does not mean that you are dismissed from the university. It means that although the minimum academic requirements have been met, the QPA is not acceptable for graduation. If you are on probation, you will receive a letter from the university informing you of your probationary status and your assignment to the Academic Advising Center.

With the assistance of an advisor, you should develop strategies for improvement and be made aware of available academic support services.

Academic Dismissal

Any matriculated student whose cumulative quality point average (QPA) is below the minimum academic requirement (see *Minimum Academic Standards Requirements*) at the end of a semester will be dismissed from Mansfield.

The determination of the minimum academic requirement includes courses accepted in transfer and courses attempted at Mansfield.

Students dismissed may be reinstated to the university after a one year interval or may appeal to the Academic Standards Review Board. Second or subsequent dismissals automatically terminate their association with Mansfield.

Dean's List and President's List

The **Dean's List** is issued at the close of each semester. It includes only undergraduate students. You must earn at least 12 credits for which a letter grade is received (P/F and S/U grades are excluded). The semester quality point average (QPA) must be between 3.50 and 3.99 inclusive.

The **President's List** is also issued at the close of each semester. It includes students who fulfill the above requirements and attain a semester quality point average (QPA) of 4.00.

Commencement Honors

Superior scholastic achievement is recognized at Commencement. You must have completed at least 64 credit hours at Mansfield University prior to your final semester to receive honors at Commencement. Such recognition becomes a permanent part of your permanent record, with designations based upon cumulative quality point average (QPA) as indicated:

Students earning honors upon completing their final semester will also have such designation on their permanent record.

Cum Laude	3.35 to 3.64
Magna Cum Laude	3.65 to 3.94
Summa Cum Laude	3.95 to 4.00

Academic, Human & Career Development Centers

The Centers provide you with a central location to use developmental services for the successful pursuit of your academic program and personal development.

Services include: Advising, Counseling, Athletic Mentoring, Minority Mentoring, Learning Resources, Special Programs, Career Development and Placement Services. We encourage you to use these services. These centers are located in South Hall.

Counseling Center

The Center provides free counseling services to all MU students and staff. Our primary purpose is to help people grow in a positive and productive direction. We will help you in understanding yourself, your feelings and emotions, your personal problem areas, and your educational concerns. We will develop a strategy with you to help you reach your goals and to live more effectively.

All counseling sessions are completely confidential. Counseling services include individual counseling, group counseling, individual or group career counseling, student advocacy, consultation, and testing. Services are available by appointment or on a "walk in" basis. The Counseling Center is in 213 South Hall. Our phone extension is 4695. The Center is staffed by four professional counselors and is open Monday, Tuesday and Thursday evenings until 8 p.m., Wednesdays and Fridays until 4 p.m. Counselors' after hours phone numbers are available through Campus Police or the Residence Life staff.

The Counseling Center staff complies with the codes for ethical behavior as outlined by the American Counseling Association and the American Psychological Association.

Academic Advising Center

This Center helps you in a variety of ways related to your academic work. The Center is responsible for the advising of undeclared, probationary, reinstates, readmits, and early studies students. In addition, the Minority Mentoring, Athletic Mentoring, and Academic Opportunity Programs are assigned to the Center.

All students with less than a 2.0 QPA are required to make regularly scheduled appointments with their advisor throughout the semester. An advisor can help you make plans and take specific action to improve your academic progress. The goal of the Advising Center is to serve as a resource area and to help you in your adjustment to college.

The Academic Standards Review Board (ASRB) is also administered through the Academic Advising Center. If you are academically dismissed, you can request a hearing before this review board.

Learning Resource Center

The Learning Resource Center offers academic services to assist and support students to attain general and specific educational goals. It provides diagnostic, tutorial assistance and professional consultation for students, staff, and faculty who wish to improve basic reading, writing, computational or computer skills, or extend their knowledge in academic content areas. The Center is staffed by professionals, para-professionals and peer tutors. It includes a computer lab and small software library. A peer tutorial component is also housed in the Center to help individuals or small groups in most subject areas.

Special Programs

Two academic support programs assist persons who have potential to be successful college students but do not qualify for regular admission to the MU.

The Act 101 Program serves Pennsylvania residents whose cultural, economic, and educational advantages might impair their ability to pursue higher education opportunities successfully. The Academic Opportunity Program (AOP) is designed for students who did not do well enough in high school to qualify for regular admission to the University. Both programs also assist the non-traditional student, who has been away from formal education, in developing his/her academic skills. Selected freshmen are required to attend a comprehensive summer academic enrichment program.

Students accepted through Special Programs become regular matriculated students with the same opportunities and responsibilities as other students in accord with university policies and procedures. Both programs are housed in South Hall.

Writing Center

The Writing Center is an integral part of the university's Writing Across the Curriculum program. Professional and peer-writing tutors help you develop effective writing and editing strategies that support the formal writing instruction presented in various courses throughout the curriculum. The Writing Center is located in South Hall.

Career Development and Placement Services

The Career Development function provides an opportunity for student self-evaluation, occupational skills and interests evaluation, and vocational outlook opportunities. A career library is available to those students wishing to pursue their interests in depth.

The Placement Service's basic function is to assist students in securing meaningful employment upon graduation. Job vacancies, civil service opportunities, and teacher vacancies are publicized to seniors and alumni who are registered with the Career Development and Placement Office. On-campus interviews are scheduled and conducted by representatives of business, industry, public schools and civil service agencies. Student

placement credentials are available to potential employers upon mutual request. It is important, therefore, that students wanting interviews with potential employers, or who are applying for positions, be registered with the service and have credential folders completed. A Placement Service fee is charged following graduation.

This office also serves as the testing center for national testing programs relevant to students' future goals such as the Graduate Record Examinations, Miller Analogies Tests, and the National Teacher Examination. Information on other testing programs is also available — GMAT, LSAT, TOEFL.

Athletic Mentoring Program

The Athletic Mentoring Program helps student athletes improve their academic performance and maintain their academic eligibility for participation in intercollegiate athletics.

Although student athletes on academic probation represent the primary service population, all student athletes are invited to use the support services in this program. These services include academic advising, advice on course scheduling, mentoring, study group management, tracking and monitoring academic performance, and making referrals to other academic support services, e.g., tutoring, counseling, testing, career advising, etc.

The program also maintains interactive relations with (a) other academic support services to help deliver and coordinate services to student athletes and (b) coaches to provide effective communication in reporting and monitoring the academic progress of student athletes.

